

**City of Hayward
Citizens Advisory Commission
Regular Meeting**

**Hayward City Hall, Room 2-A
777 B Street, Hayward, California
Wednesday, October 20, 2004
6:30pm**

Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance
- IV. Public Comments: *(NOTE: The Public Comments section provides an opportunity to address the Citizens Advisory Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Approval of September 15, 2004 Citizen Advisory Commission (CAC) Meeting Summary Notes
- VI. FY 2005-06 Funding Process Update
- VII. Funding Forum Committee Report
- VIII. FY 2005-06 CDBG Request for Proposals (RFP) Packet Review
- IX. "Citizens Advisory Commission Best Practices" Document Discussion
- X. Liaison Reports:
 - Women on the Way (Commissioner Craig
 - Eden I&R (Rover Program) (Commissioner Reliford)
 - Salvation Army (Commissioner Flores
 - Human Outreach Agency (Commissioner Jackson)

(over)

XI. Staff Report (Non-action items)

- A. CDBG Programmatic and Financial Summaries
- B. CDBG-Related Announcements / Advisories
- C. Follow-up Topic: Recently Revised Eviction Legislation

XII Future Agenda Items:

- Discussion: How Schedules for CDBG Funded Construction Projects are Determined and Timelines Developed

XIII. Commissioner's General Announcements (Non-Action Items)

XIV. Adjournment

CAC summary notes are available by fax, e-mail, or regular mail. For more information, please call (510) 583-4250.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



CITY OF HAYWARD
Citizens Advisory Commission
Summary Notes
September 15, 2004

Regular Meeting

- I. Call to Order:** Vice-Chairperson Mendall called the meeting to order at 6:35 p.m.
- II. Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance.
- III. Attendance:** Commissioners in attendance signed the Attendance Sheet.

Note: Record of attendance is kept from June 2004 through May 2005.

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
April Chan	X	3	1	3	1
Launa M. Craig	X	4	0	4	0
Ramona Flores	O	3	1	3	1
Hilda "Chris" Harris (1)	X	3	0	3	0
Robert Imazumi	O	1	3	1	3
Sylvia Jackson	X	4	0	4	0
Tina Jackson-Walda	X	3	1	3	1
Rodney Loche	O	1	3	1	3
Dianne McDermott	X	3	1	3	1
Al Mendall *	X	4	0	4	0
Martin Nnam	X	4	0	4	0
Glorious K. Pulliam	X	3	1	3	1
Beverly Reliford	O	3	1	3	1
Diana Schaufler	X	4	0	4	0
Bonnie Thieman	X	3	1	3	1

* *Chairperson*

(1) Term started July 2004

Staff in Attendance: Anne Culver, Community Development Specialist
Dana Bailey, Community Programs Specialist

Council Member Barbara Halliday was also in attendance.

- IV. Public Comments:** There were no public comments.

- V. **Approval of July 21, 2004 Summary Notes:** It was noted that the Attendance Chart requires updating to include recently appointed Commissioner Harris. With that revision, Commissioner Thiemann made a motion to approve the July 21, 2004 Summary Notes. The motion was seconded by Commissioner Schaufler and approved unanimously.
- VI. **Brown Act / Conflict of Interest Law Review:** Maureen Conneely, Assistant City Attorney, provided an overview of the Brown Act and Conflict of Interest Laws and their relevance to Commissioner conduct. She distributed written summaries of these topics, as well as her contact information at City Hall to Commissioners in the event questions arise at a later time.
- VII. **CDBG Funded Agency Tour and Debrief:** Members of the Commission debriefed their tour of the following sites earlier in the day:
- Eden Housing site
 - Matt Jimenez Community Center
 - Seventh Step / Freedom House
 - Human Outreach Agency
 - The Salvation Army
 - 913 B Street
- VIII. **Discussion: Section 801 of the CAC Bylaws – CAC Forum Committee:** Members of the Commission discussed Section 801 of the CAC's by-laws which refers to the CAC's (Funding) Forum Committee. The Annual Funding Forum is a federally required meeting each year, during which the availability of CDBG funds is publicly announced, as well as the eligibility criteria and timeline for applying for funds.

In the past members of the CAC attended the Funding Forums in order to introduce themselves to potential applicants and to increase their own familiarity with the CDBG Funding Process. Until 2001 the CDBG Funding Forums were conducted in the evening, however in recent years the meeting has been held during the day in order to improve non-profits' ability to attend.

The CDBG Technical Assistance Workshop has been combined with the annual Funding Forum in order to minimize the number of times applicants must travel to City Hall to attend meetings. This year this meeting will take place on Friday, October 15, 2004.

Members of the CAC are welcome to attend the Funding Forum / Technical Assistance Workshop. Commissioner Mendall asked for volunteers to serve on this year's Funding Forum Committee, to attend the meeting and make an informal oral report back to the CAC. Commissioners Harris, Jackson-Walda, and Pulliam volunteered; Commissioner Flores volunteered to serve as alternate.

IX. Revised FY 2005-06 CDBG Funding Process Schedule: Staff distributed a revised calendar for the FY 2005-06 Funding Process Calendar. The revised calendar provided an increased amount of time for Commissioners to review the CDBG proposals before the Application Review Committee interviews.

X. Liaison Reports:

- **ECHO:** – Commissioner Chan reported on her visit to Eden Council for Hope and Opportunity (ECHO). ECHO provides education, intervention, mediation, and counseling services to tenants and landlords, in order to prevent evictions and homelessness.
- **HARD / Sunset Athletic Field Rehabilitation:** Commissioner Mendall presented his report on HARD's proposal to renovate the athletic field at the (former) Sunset High School site. The project would rehabilitate thirteen acres of open field (including three baseball diamonds) to safe and useable condition for the neighborhood.

XI. Staff Report (Non-action items):

- A. CDBG Programmatic and Financial Summaries:** Ms. Culver presented an update to the programmatic and financial worksheet detailing each CDBG-funded projects, including those funded in previous years.
- B. CDBG Related Announcements / Advisories:** There were no announcements or advisories.

XII. Managing the Proposal Review Process: Commissioner Mendall presented a draft document that he had authored, titled "Citizen's Advisory Commission Best Practices." He requested that Commission review the draft document in order to discuss it at the CAC's October 2004 meeting.

XIII. Future Agenda Items:

- "Citizen's Advisory Commission Best Practices" (draft document discussion)
- FY 2005-06 CDBG Request for Proposals (RFP) Packet Review
- Funding Forum Committee report
- Construction project scheduling workshop
- Recently revised eviction legislation

XIV. General Announcement (Non-action Items): There were no announcements.

XV. Adjournment: The meeting adjourned at 8:27pm.